

**COMMONWEALTH OF KENTUCKY
LIBRARY SERVICES AND TECHNOLOGY ACT SUBGRANT
APPLICATION FOR FFY 2006 FUNDS**

Sample
(Type of Subgrant)

**PART I
Identifying Information**

1. Legal name of applicant library Apple County Public Library
2. Address 100 Main Street
3. Library telephone number 502-555-5555 Library fax number 502-555-5555
4. Name of Library director John Doe
5. Name and Title of subgrant project director Jane Doe
6. Email address of subgrant project director jane.doe@ky.gov
7. U.S. Congressional district number 7th
8. Name of proposed project Anti-smoking campaign
9. Grant amount requested (must be the same as the total on Budget page) 7,520
10. Estimated number to be served by project 500
11. Project summary (Provide a short specific description of the project. Do not attach additional pages for your summary. See page 3 of the guidelines for an example.)

The Apple County Public Library will provide a program aimed at decreasing the number of 7th and 8th grade students who become addicted to smoking. The library will partner with The Apple County Health Department and the Apple County Middle School to educate children on the dangers of smoking and to develop an anti-smoking program for middle school children. Programs will be offered both at the school and the library which will provide handbooks, posters, and speakers to alert children to the dangers of smoking and encourage support groups that will help children stand up to peer pressure.

The original and one copy of the Application (**fax copies not acceptable**) must be postmarked no later than **July 16, 2005** and sent to:

Regina Yount
Grants and Contracts Specialist
Kentucky Department for Libraries and Archives
300 Coffee Tree Road
P.O. Box 537
Frankfort, KY 40602-0537

PART II

Narratives

On additional sheets of paper, provide the following information **in the order listed below**. Please number your pages consecutively so they can be cited in **Part III - BUDGET**.

Please refer to the accompanying Guidelines for further detail.

1. **Objective** – Objectives are the changes you anticipate as a result of your project activities. Objectives are usually a single sentence that beginning with ‘to increase, to reduce, to decrease’ etc. (For example an objective might be to increase school readiness, improve technology skills, etc.)
 2. **Summary of Need** - Provide a brief summary of the needs you wish to meet with this project. Include the target population to be reached. State the facts clearly. Check the example given in the guidelines.
 3. **Needs Assessment** – Describe the process by which information was collected and analyzed to determine the need for your project. Use relevant, current data. Include descriptions of services provided by other agencies serving children from birth through age three.
 4. **Solution To Address Identified Need** – Clearly describe your plan for meeting the needs listed in the first two sections. How will your planned activities achieve your goals? Include a list of measurable project activities.
 5. **Names and Titles of Project Staff**. List names and titles of project staff. Indicate whether paid through local or grant funds.
 6. **Publicity and Promotion** - Explain the types of publicity and promotion directed towards the target audience. Grantees are expected and encouraged to publicize projects in available and appropriate media outlets.
 7. **Evaluation**
 - a. What outcomes, changes or results do you expect to see by the close of the project period? What impact will your program activities have on your target audience?
 - b. How do you plan to document the project outcomes, changes or results? How will you know whether or not you have met the anticipated or projected outcomes?
 - c. Your evaluation plan should provide quantifiable and anecdotal information about the extent of accomplishment of each activity listed in # 3 above.
 8. **Program Continuation** - Give a description of how the program, or services initiated by the grant, will be continued after completion of the project term. If not, state why not.
 9. **Equipment Control** - If equipment is to be purchased with grant funds, briefly discuss how equipment will be protected from theft, loss, damage, etc. Attach a copy of the library's written equipment control policies & procedures.
- ❖ **Technology based subgrants may require additional information. See guidelines for instructions if applicable.**
- ❖ **Part III of the application is an Excel worksheet.**

PART III BUDGET

(Fill appropriate empty spaces)

| CATEGORY | TOTAL NEEDED FOR YEAR | JUSTIFIED IN NARRATIVE ON PAGE # |
|---|--------------------------|--|
| PERSONNEL (list each employee to be paid with grant funds) | | |
| NAME Consultant | | 1 |
| Salary | 3,500 | |
| Fringe benefits | | |
| NAME | | |
| Salary | | |
| Fringe benefits | | |
| NAME | | |
| Salary | | |
| Fringe benefits | | |
| | | |
| TOTAL PERSONNEL COST | 3,500 | |
| OPERATING EXPENSES | | |
| AudioVisual materials (see attached list) | 300 | 1 & 2 |
| Books (Limit 10% of total project) (see attached list) | 500 | 1 |
| Postage | | |
| Printing | 600 | 1 & 2 |
| Software (see attached list) | 360 | 2 |
| Supplies (see attached list) | | |
| Travel | 320 | 2 |
| Other (specify) (see attached list) | 420 | 2 |
| Services (list each) (see attached list) | | |
| | | |
| TOTAL OPERATING COST | 2,500 | |
| EQUIPMENT EXPENSES (list each item to be purchased with grant funds) | | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| TOTAL EQUIPMENT COST | 0 | |
| GRAND TOTAL (Personnel+Operating+Equipment) | 6,000 | |
| Attach additional pages as necessary | | |

PART IV

Kentucky Department For Libraries and Archives

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 1185. Further information may be obtained by contacting the Grants and Contracts office at the Kentucky Department For Libraries.

The prospective lower tier participant certifies that, to the best of its knowledge and belief, it and its principals:

- (1.) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federal financial assistance and non-financial assistance programs for activities by any federal department or agency.
- (2.) will not knowingly do business with an individual, corporation, partnership, association, unit of government or legal entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in activities, unless authorized to do so by the Kentucky Department for Libraries and Archives.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal. If at any time the participant learns that the Certification has become erroneous by reasons of changed circumstances, written notice will be provided to the Kentucky Department For Libraries and Archives.

LSTA Sample Grant Application
Name of Subgrant Project

2005
FFY

Bob Jones, President, Apple County Board of Trustees
Name and Title Of Authorized Representative

Signature

Date

PART V
COMMONWEALTH OF KENTUCKY
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
FFY 2006
CERTIFICATION OF APPLICATION – PART A
LIBRARY SERVICES AND TECHNOLOGY ACT

Sample Grant Application

(Name of subgrant)

Possessing the legal authority to apply for a Library Services and Technology subgrant, we the undersigned members of the Library Board of Trustees of **Apple** County certify that we have directed and authorized the person identified as the Library Project Director on Page one (1) of the Application as the official representative of the board to act in connection with the Application (and the proposed project, if funded), and to provide such additional information as may be required; and the preceding Application has our approval and to be true and correct to the best of our knowledge and belief and fiscal estimates are as accurate as they can be as of the date of this Application. We assure and certify that the applicant will comply with the laws, rules, regulations, policies, procedures, and requirement as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project, and that all Federal funds received for the project will be expended solely for the purpose for which granted, and any such funds not so expended, including funds lost or diverted to other purposes shall be returned to the Kentucky Department for Libraries and Archives for repayment to the United States Government.

Apple County Public Library

Name of Applicant Library

Signature of a quorum of the Library Board of Trustees is required:

| | |
|----------------------------------|---------------|
| _____ President or Chairman | _____ Date |
| _____ Vice President / Member | _____ Date |
| _____ Secretary | _____ Date |
| _____ Treasurer | _____ Date |
| _____ Member | _____ Date |
| _____ Member | _____ Date |

PART VI
INTERNET SAFETY CERTIFICATION FOR APPLICANT
PUBLIC LIBRARIES
PROGRAM YEAR 2006 FUNDS

As the duly authorized representative of the applicant library, I hereby certify that (*check only **one** of the following boxes*)

- A. ☐ The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. ☐ The applicant public library seeks a waiver of the certification required in A., above, because State or local procurement rules or regulations or competitive bidding requirements prevent the applicant library from certifying compliance with Section 9134(f)(1) of the Library Services and Technology Act. The applicant public library certifies that the library will comply with requirements of Section 9134(f)(1) before the start of Program Year 2006.
- C. ☒ The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Bob Jones

Printed Name of Authorized Representative

President, Apple County Board Of Trustees

Title of Authorized Representative

Date

Apple County Public Library Sample Anti-smoking Program

Name of Applicant Library/Program

PART II

Narrative

Objective –

To decrease the number of 7th and 8th students at the Apple County middle school children who begin smoking.

Summary of Need –

Teenage smoking is a pressing issue in today's society. Some teens are not too concerned about the risk of disease later in life even though cigarettes cause emphysema, lung cancer and heart disease, and 4 out of every 10 smokers later die from their addiction. The fact is that almost no one over the age of 19 becomes addicted to smoking. New smokers are almost always children and teens. Therefore, it is important to get the anti-smoking message to young people and to counteract the attitudes that might lead children to start smoking.

Needs Assessment –

In 2004 School administrators, teachers and library staff met to discuss the problem of teenagers smoking on school and library property. After discussion, the representatives realized they were dealing with a bigger problem than the nuisance of loitering and littering. Concerned about the number of teenage smokers the group decided to study the negative effect smoking could have on these children. The group learned that every day in the US, 3,000 teens become addicted to smoking. Some will be able to quit, but 1,000 of those teens will later die from cigarettes. Today in the US, smoking causes 1 of every 5 deaths. Cigarettes kill 1,200 Americans every day -- a tragic total of 420,000 American deaths each year. Around the world, smoking kills two to three million people every year. The World Health Organization tells us that in coming decades, cigarettes will kill 500 million people, and all of them have already been born. That's 9% of the present world population! It means that almost 1 of every 10 people now alive on earth will die because of cigarettes.

A September 2000 study shows that one quarter of 12 to 13 year olds who smoke as few as two or three cigarettes a day become addicted in just *two weeks*. And many of the rest get addicted shortly after that. Once hooked, the average smoker is unable to stop for seventeen years. During those years, most try unsuccessfully to stop a number of times. There is no product or program that works well: 85 out of 100 smokers using the patch begin smoking again within one year. There is no easy way out, once you are hooked. The best way to avoid getting addicted is simply to never start smoking.

Solution To Address Identified Need –

In partnership with the local Health Department and the Apple County middle school, the Apple County Public Library will provide a program aimed at decreasing the number of 7th and 8th grade students who become addicted to smoking. The program will develop an anti-smoking program for the middle school children. Programs, offered at both the school and the library, will provide handbooks, posters and speakers to educate children on the dangers of smoking and to encourage support groups that will help children withstand the stress of peer pressure.

An anti-smoking handbook will be created for students, giving them information to help them overcome peer pressure to smoke. A *No Ifs, Ands, or Butts* Kopy Kit containing reproducible reports, worksheets and posters will be purchased for the library, school and health department. Books and other resources used to inform readers and start discussions on tobacco as well as other health issues

will be purchased on both CD Rom and loose leaf binder. Posters will be hung at the three agencies as well as at local businesses. Two school assemblies will be provided at the middle school featuring Patrick Reynolds, the grandson of the founder of RJ Reynolds Tobacco Company. Mr. Reynolds travels around the country delivering emotional messages meant to open student's eyes to the truth about tobacco--it's addictiveness, its dangers and its poisons-- with stories, humor and pictures. *The Truth About Tobacco*, a multimedia presentation which helps empower youth to stay tobacco free and drug free will be purchased for the library and will be presented at three after-school programs throughout the year. A second video will be purchased for the school to use for students who might not be able to attend the library programs. Two free videos will be added to the library's collection for parents to check out and watch with their children. This check out version is identical to the original version and also comes with a teacher's / parents' discussion guide, but no free clips video is offered and it does not have a public performance license.

Children must register for the program and those who complete the program will be asked to sign a no-smoking pact. At the end of the school year, they will be asked whether they have lived up to their pact. Parents, a librarian and a teacher must sign the pact stating that the child has not started smoking. All children, who have completed the term of their pact and have the required signatures, will have five percent added to their grade in the subject of their choice.

Outcome -

As a result of the anti-smoking campaign children will become more aware of the long-term effects of smoking. They will understand the financial, social and physical negative aspects of smoking. They will be armed with the knowledge they need to stand up to peer pressure or advertising. Fewer children will begin smoking. Children will be healthier and will receive a five-percent increase in their grades. Potential long-term benefits include improved mortality and health statistics throughout the county.

Names and Titles of Project Staff-

Jane Doe, Children's Librarian - paid with local funds.

Susan Jones, County Nurse – Health Department – paid with local funds

Tom Brown, Middle School Principle – paid with local school funds

No staff member will be hired with grant funds but the grant will provide funding for the speaker fees.

Publicity and Promotion –

Posters will be hung at the school, library, health department and local businesses. Flyers will be printed and handed out at the three partner group locations. An article announcing the grant will be published in the local newspaper. A second article will be published announcing the dates of the assemblies with the featured speakers. Letters will also be sent home with 7th and 8th grade child with details of the program.

Evaluation

Key Output Targets

- ♦ By June 2006, the middle school will have presented two school anti-smoking assemblies.
- ♦ At least 100 middle school children will have participated in a *Truth About Tobacco* after-school program by December 2006.
- ♦ At least 75 middle school children will have signed a no-smoking pact by December 2006.

Key Outcome Targets

- ♦ Teachers and library staff will have noticed at least a 30% decrease in the number of children caught smoking on school and library property by the end of the program.
- ♦ At least 90 % of the children who signed the no-smoking pact will indicate that they have lived up to their pact.

The children's librarian and middle school principle will be directly involved in monitoring this project throughout the year. Quarterly reports and a final report will be prepared documenting activities and attitudes of the children involved in the project. For a month prior to the beginning of the project, teachers and library staff will be asked to document the number of teenagers they see smoking at school or the library. They will be asked to repeat this for a month after the completion of the last activity of the project. Results will be included in the final report. Library staff will keep a record of how many students sign the no-smoking pact and how many students successfully complete it at the end of the project. Results will be reported in the local newspapers and posted at the library, school and health department.

Program Continuation –

The program will be repeated every two years in an effort to reach all Apple County children as they reach the 7th and 8th grade. The videos and materials bought with grant funds will continue to be used over and over. New posters and flyers will be printed each year with updated information and the library will budget funds to provide the speaker.

Equipment Control –

No equipment will be purchased with grant funds however; a copy of the library's written equipment control policies and procedures is attached to this document.

Apple County Equipment Policy

- * All equipment will be covered by insurance against theft, fire or loss.
- * All equipment will be labeled with coded labels and will be inventoried annually.
- * Equipment will be secured in a locked cabinet, room or office when not in use.

The following equipment may be available for checkout by patrons.

1. Data Projectors
2. Digital Cameras
3. Projector Screens
4. Laptop Computers (only to businesses or organizations in combination with the data projectors.)

The following conditions must be met before equipment may be checked out.

- * Patrons must be in good standing with no overdue fines or outstanding charges;
- * Patrons are required to sign a user responsibility agreement;
- * Equipment valued at over \$100 requires a deposit.

Personnel

| | |
|---------------------------------|----------|
| Speaker Fees, (includes travel) | 3,500.00 |
|---------------------------------|----------|

Operating ExpensesAV materials

| | |
|-----------------------------------|--------|
| The Truth About Tobacco – 2 @ 150 | 300.00 |
|-----------------------------------|--------|

| | |
|---------------------------------|--------|
| <u>Books</u> (To be determined) | 500.00 |
|---------------------------------|--------|

| | |
|---|--------|
| <u>Printing</u> (posters, handouts) (Also includes copying reproducible pages from resource books) | 600.00 |
|---|--------|

Software

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|--|--------|
| CD ROM Parlay International – Substance Abuse | 360.00 |
|--|--------|

Other

| | |
|--|--------|
| Reference Loose leaf binder (2) – Substance Abuse Reference Loose leaf binder (2) – Health Issues | 320.00 |
|--|--------|

Travel

| | |
|---|--------|
| (Includes travel by teachers, library staff and other partners for programs and meetings.) | 420.00 |
|---|--------|

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|-----------------|----------|
| Total Operating | 2,500.00 |
|-----------------|----------|

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|---------------------|----------|
| Total Grant Request | 6,000.00 |
|---------------------|----------|